

UNDERSTANDING “MILITARY SPOUSE” AND FAMILY MEMBER PREFERENCE

1. Military Spouse and Family Member (MS/FM) preference is granted in the commuting area of the sponsor’s duty location only once for each Permanent Change of Station (PCS).
2. Military Spouse or Family Member preference is lost when a spouse/family member accepts or declines a job offer to a position for which applied, when the position is permanent or temporary for one year. This is applicable whether it is to an appropriate (AP) or non-appropriated fund (NAF) position within DOD.
3. Positions recruited with intermittent or part-time work schedules may be either temporary or permanent positions. If your resume indicates availability for these work schedules, acceptance or declination of job offer for one of these positions uses MS/FM preference eligibility.
4. Should a temporary position be terminated due to no fault of the employee before completing one year as a temporary employee, MS/FM preference may be restored. The Civilian Personnel Advisory Center will review the circumstances and will advise the employee whether MS/FM preference will be restored.

ACKNOWLEDGEMENT:

I understand the contents of this memorandum.

Print Name

Signature

Date

FAMILY MEMBER STATUS

1. I certify that I am a family member of a US military or US Federal civilian employee stationed in Korea (For employment purposes, family members of locally hired employees and invited contractions are not eligible for family member status).

NAME: _____ DOB: _____

My sponsor is (Name/Grade or Rank) _____

My sponsor is assigned to (Organization) _____

At (post/city) _____. My sponsor is scheduled to depart from Korea or be separated from active duty on _____.

My civilian sponsor was recruited from the United States: Yes _____ No _____

Type of passport: Official _____ Tourist _____ PP# _____ Exp. Date _____

Type of Visa: _____ SOFA stamp: Yes _____ No _____

Date arrived in Korea: _____

Reason for being in Korea: _____

Date/Place of Marriage: _____

2. I understand that I am responsible for keeping the Civilian Personnel Advisory Center advised of any change in my address, telephone number, employment/martial status, rotation of sponsor or availability for employment. I understand that my failure to keep the Civilian Personnel Advisory Center informed of changes may result in my removal for consideration.

SIGNATURE:

DATE:

**LOCAL APPLICANT QUESTIONNAIRE
(FAMILY MEMBER/OFF DUTY MILITARY)**

AUTHORITY: Title 5, Code of Federal regulations, Section 5.2 and 5.3 Title 5, UBC Section 1301, 1304 and 3301, Section 8(b), 8(c) and 9(c) of Executive order 10450, Title 42, USC, Section 1434 and 2585.

PURPOSE: Used by Civilian Personnel specialist to make determinations regarding eligibility for employment with the US Forces and employment referral priorities.
ROUTINE USES: Records from this system of records may be disclosed for any of the blanket routine uses published by the Department of Defense. Furnishing the information is voluntary. If you do not give the request information or give erroneous information, it may result in erroneous employment determinations and may be grounds for not employing you or dismissal after you begin work.

NAME: _____ SSN: _____
(Last, First, MI)

PLACE OF BIRTH: _____ DATE OF BIRTH: _____
(City & State or Country) (Day/Month/Year)

SECTION A: TO BE COMPLETED BY ALL APPLICANTS

1. STATUS & REASONS FOR BEING IN THE OVERSEAS AREA (Mark "x" and complete information where applicable).

a. _____ SPOUSE OF ACTIVE DUTY MILITARY MEMBER ASSIGNED TO: _____
(Attach copy of sponsor's PCS orders, or agency documentation showing command sponsorship. (Completes section B)

b. _____ SPOUSE OF A DOD CIVILIAN EMPLOYEE ASSIGNED TO: _____
(Attach copy of sponsor's PCS orders, or agency documentation showing command sponsorship. (Completes Section B).

c. _____ CHILD OF ACTIVE DUTY MILITARY OR DOD CIVILIAN EMPLOYEE ASSIGNED TO _____
(Attach copy of sponsor's PCS orders, or agency documentation showing command sponsorship. (Completes Section B).

d. _____ ACTIVE DUTY MILITARY MEMBER SEEKING EMPLOYMENT DURING OFF DUTY TIME:
(Completes Section C).

e. _____ OTHER: (explain, e.g., Embassy personnel) _____

2. US CITIZEN BY: BIRTH _____ NATURALIZATION _____ (Provide original citizenship) _____

3. PASSPORT NUMBER: (DATE AND PLACE OF ISSUE) _____

SECTION B: TO BE COMPLETED BY SPOUSES & CHILDREN OF MILITARY & GOVERNMENT EMPLOYEES

4. SPONSOR'S NAME AND GRADE: _____

5. SPONSOR'S CURRENT ORGANIZATION: _____

6. SPONSOR'S CURRENT DUTY PHONE: _____ 7. SPONSOR'S DEROS: _____

8. ARE YOU CURRENTLY RESIDING WITH YOUR SPONSOR? _____ YES _____ NO

SECTION C: TO BE COMPLETED BY ACTIVE DUTY MILITARY MEMBERS SEEKING EMPLOYMENT IN OFF DUTY TIME:

9. ORGANIZATION TO WHICH YOU ARE CURRENTLY ASSIGNED: _____

10. DEROS: _____

I UNDERSTAND THAT UNDER THE JOINT ETHICS REGULATION MY MILITARY DUTIES TAKE PRIORITY OVER OTHER EMPLOYMENT: _____ (Initials)

APPLICANT'S NAME: (Printed) _____

SIGNATURE: _____ DATE: _____

SUPPLEMENTAL APPLICATION FORM

NAME: _____ ANNOUNCEMENT NO: _____

POSITION: _____ LOWEST GRADE YOU WILL ACCEPT: _____

TYPES OF EMPLOYMENT YOU ARE AVAILABLE FOR

_____ Full Time (40 hrs/week) _____ Day shift _____ Limited Tenure
_____ Part Time (20-39 hrs/week) _____ Evenings/Nights _____ Flexible
_____ Rotating shift _____ Seasonal _____ Weekends

GEOGRAPHICAL AVAILABILITY

_____ Yongsan, Seoul _____ Camp Hovey, Tongduchon _____ K-16 Air Base, Songnam
_____ Hannam Village, Seoul _____ Camp Humphreys, Pyongtaek _____ Camp Market, Seoul
_____ Camp Long, Wonju _____ Suwon Air Base, Suwon _____ Camp Casey, Tongduchon
_____ Camp Red Cloud, Uijongbu _____ Camp Henry/Walker, Daegu _____ Camp Hialeah, Pusan
_____ Camp Carroll, Waegwan

SPECIFIC DIVISION YOU ARE APPLYING (Child & Youth Services APPLICANT ONLY)

_____ Child Development Center (CDC) _____ School Age Service Center (SAS) _____ Middle School / Youth Center

APPLICANT STATUS (Check all)

_____ Current NAF employee _____ Former NAF employee _____ Current civil service employee
_____ 30% or more disabled veteran
_____ Non-status family member (no current or previous status with civil service)
_____ Non-status non-family member
_____ Military Spouse
_____ On Leave without pay status not to exceed _____ (date)

SPECIAL QUALIFICATIONS/SKILLS:

_____ I certify that I can type 40 words per minute with no more than 3 errors
_____ I am fluent in the Korean language and can translate oral & written English into Korean and vice versa
_____ I possess a POV/military driver's license
_____ I currently have a SECRET/TOP SECRET security clearance
_____ Other: _____

SIGNATURE

DATE

CIVILIAN PERSONNEL ADVISORY CENTER (CPAC) NON-APPROPRIATED FUND APPLICATION INSTRUCTION

**USE THE FOLLOWING CHART TO DETERMINE THE FORMS YOU ARE REQUIRED TO SUBMIT
BASED ON YOUR APPLICANT CATEGORY**

REQUIRED FORMS	MILITARY SPOUSE PREFERENCE (MSP)	FAMILY MEMBER (FM)	IN-SERVICE (CURRENTLY WORKING FOR FEDERAL SERVICE ON PERMANENT APPOINTMENT)	VETERAN'S READJUSTMENT ACT (VRA) ELIGIBLES	EXTERNAL (INCLUDES OSL APPOINTEES TEMPORARY EMPLOYEES, AND PERSONS NOT WORKING)
APPLICATION DAFORM 3433 & DAFORM 3433-1 (FOR CYS POSITIONS – DA FORM 3433-1 & DA FORM 3433-2)	YES	YES	YES	YES	YES
DA 3434 (NAF PERSONNEL ACTION)	YES (IF ON LWOP)	YES (IF ON LWOP)	YES	NO	YES (IF PRIOR FEDERAL SERVICE)
TRANSCRIPTS	YES IF APPLICABLE	YES IF APPLICABLE	YES IF APPLICABLE	YES IF APPLICABLE	YES IF APPLICABLE
SPONSOR'S ORDERS	YES	YES	NO	NO	NO
OF DUTY MILITARY MEMBER	NO	NO	NO	NO	LETTER FROM COMMANDER AUTHORIZING WORK
DD FORM 214	YES IF APPLICABLE	YES IF APPLICABLE	YES IF APPLICABLE	YES IF APPLICABLE	YES IF APPLICABLE
SF-15	YES IF APPLICABLE	YES IF APPLICABLE	YES IF APPLICABLE	YES IF APPLICABLE	YES IF APPLICABLE
LOCAL QUESTIONNAIRE	YES	YES	YES	YES	YES
SUPPLEMENTAL SHEET	YES	YES	YES	YES	YES
PASSPORT/VISA COPY PLEASE	YES	YES	YES	YES	YES

**FOR NON-FAMILY MEMBERS-BE SURE TO LIST ALL ENTRIES AND EXITS FROM KOREA ON
THE LOCAL QUESTIONNAIRE**

**PLEASE DO NOT ADD COPIES OF AWARDS, DIPLOMAS, LETTERS OF RECOMMENDATION,
CERTIFICATES, ETC, TO YOUR APPLICATION. THIS INFORMATION WILL NOT BE USED IN
THE RATING AND RANKING PROCESS AND WILL BE DESTROYED.**